COLYAR CONSULTING GROUP, INC.

Child Nutrition Information and Payment System (CNIPS)

School Nutrition Programs

Sponsor User Manual

Kentucky Department of Education

Division of School and Community Nutrition

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Version History

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Preface

Introduction

The Division of School and Community Nutrition has contracted with Colyar Consulting Group to provide a modern, web-based system to manage claims processing and nutrition program applications by way of a Commercial Off-the-Shelf system that has been customized to meet Kentucky's needs. The design has been guided by SCN staff with input from sponsors through the SCN steering committee. All modules meet federal and state policies, guidelines and regulations.

Getting Help

Sponsors have several options for obtaining assistance on navigating within CNIPS and on completing the required information for each of the modules. The options for obtaining help are described below:

Sponsor User Manual and QuickReference Guides

In addition to this manual, SCN will compile QuickReference guides to assist sponsors on completing required forms in CNIPS. More guides and training will be provided as new features are introduced. In addition, SCN has compiled a Frequently Asked Questions (FAQ) document. All help documentation will be available for electronic download on SCN's online systems web site:

http://education.ky.gov/KDE/Administrative+Resources/School+and+Community+Nutrition/Nutrition+Programs/Online+Reporting.htm

Help Desk Assistance

Password/User ID Assistance – Please contact the COT Help Desk at (502) 564-7576 if you have lost or forgotten your user ID or password.

Nutrition Program/CNIPS Questions – The SCN Help Desk can answer questions on navigating within CNIPS and assisting with any CNIPS related issues. In addition, your SCN program consultant may also assist you with answering questions related to the child nutrition program. You may reach either by contacting SCN at (502) 564-5625.

Introduction

Welcome to the Child Nutrition and Information Payment System (CNIPS) user manual for the School Nutrition Programs module. CNIPS is a web-based software solution that provides administrators, state users, and Sponsors with efficient and immediate access to applications, claims, and related nutrition program functions.

Web Site Benefits and Features

CNIPS is a user-friendly web application that allows authorized users to submit and approve application, claims, and miscellaneous forms via the Internet, as their security rights permit. Key system features include:

- A software system that manages information regarding Sponsors, applications, claims, and reports.

- A single integrated database which serves all child nutrition programs.

- The ability to save partially completed forms on-line, allowing the user to complete the process at a later time.

- Individual User IDs and passwords for secure login to program functions and accurate tracking of user behavior.

- A robust security module that streamlines security setting controls by enabling administrators to easily assign users to numerous pre-defined groups and eliminating the need to manually set each user's security access.

User Manual

This user manual is intended for use by authorized state users that administer the School Nutrition Programs. It is designed to provide a general understanding of how to use the system in an effective and efficient manner. This manual will provide:

- A general explanation of each feature available.

- Screen examples of web site pages and forms.

- Step-by-step instructions for utilizing the web site features.

- Tips and notes to enhance your understanding of the system.

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Getting Started

Before you can begin using CNIPS, you must be assigned a user ID and password by the SCN Help Desk that provides the required security rights. Once this setup is complete, you may use the Internet and your assigned user ID and password to access and log onto the CNIPS web site.

Accessing the Web Site

You can access CNIPS from any computer connected to the Internet by opening your Internet browser and entering the CNIPS URL in the browser's address line. The CNIPS URL for the production environment is: https://cnips.education.ky.gov

> **TIP:** You can add this URL to your browser's FAVORITES list or create a shortcut to the web site on your desktop for quicker access to the site. Refer to your browser or operating system help files for further information.
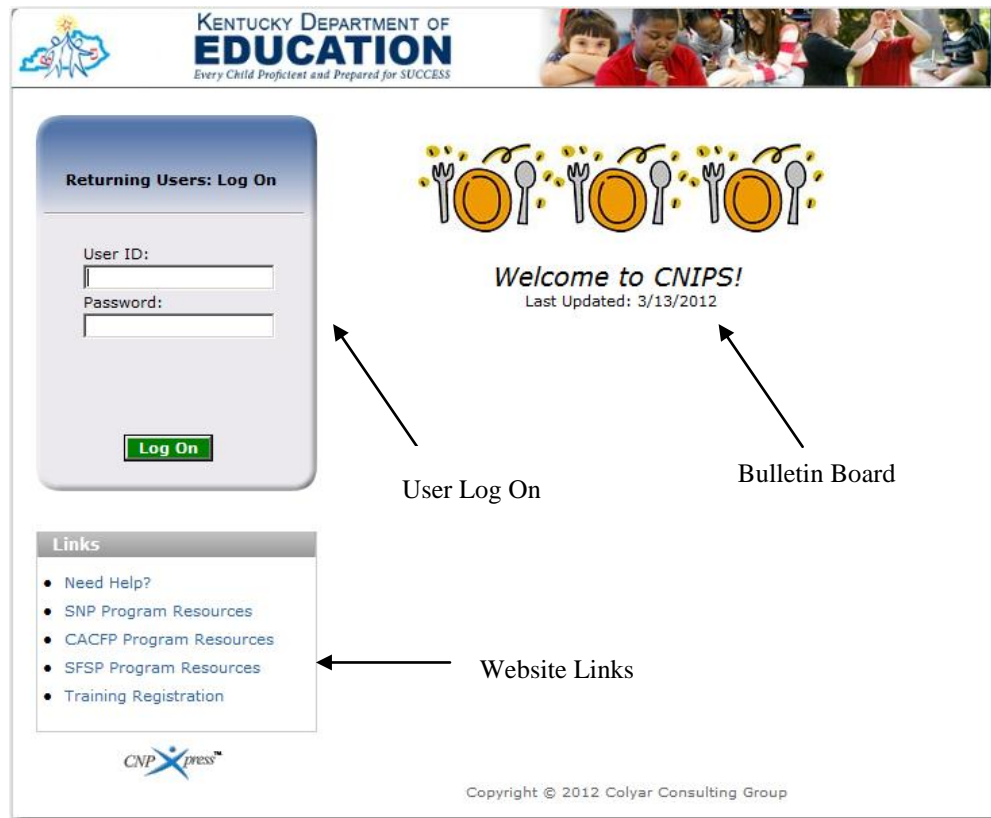
Figure 1: CNIPS Home Page

About the CNIPS Home Page

The CNIPS Home Page consists of three major sections:

- Bulletin Board

- Log on

- Links

The bulletin board is managed by SCN and provides general information. It is important to remember that the bulletin board on the home page is viewable by the public.

The log on section is where authorized users enter their User ID and password.

The links section provides access to websites and additional information:

- Selecting the **Need Help?** link will transfer the user to a webpage where the user can

send a support request or request a User ID and password.

- Selecting the **SNP Program Resources** link will transfer the user to a webpage that provides additional information on the National School Lunch Program.

- Selecting the **CACFP Program Resources** link will transfer the user to a webpage that provides additional information on the Child and Adult Care Food Program.

- Selecting the **SFSP Program Resources** link will transfer the user to a webpage that provides additional information on the Summer Food Service Program.

- Selecting the **Training Registration** link will open the Training Registration module, enabling Sponsors to review and register for courses offered by SCN.

Logging On

To log on

1. Access CNIPS by typing the URL into the address line of your web browser.

2. Enter your assigned **User ID**.

3. Enter your **Password**.

4. Select **Log On**.

Note: If you do not have a User ID and Password, contact the SCN Help Desk.

TIP: The Password is case-sensitive, so be sure to use upper and lower-case letters, if necessary.

Lost/Forgotten User IDs and Passwords

Forgot your password/user ID?: Please contact the COT help desk at (502) 564-7576 or (800) 372-7434. Passwords expire every 60 days.

To change your password

If this is your first time logging on, the system will automatically require you to change your password.

1. Select a new password and enter it into the box provided.

2. Re-enter your new password for confirmation.

3. Select **Save** to continue to the CNIPS Programs page.

Note: Security configuration settings require a password ten (10) to twelve (12) characters in length. Please note that the password must be at <u>least</u> ten (10) characters in length.

The password must contain at least one number, one letter, and one special character (e.g., !, ?, /). Passwords are case sensitive.

CNIPS Content Overview

Once you are logged in and have selected a Sponsor, the top portion of the CNIPS application contains key elements that provide basic information about your location within the system and the selected Sponsor.

Figure 2: CNIPS Content Overview

Item	Description
Program Name	The selected program name appears in the gray area at the top of the page.
Menu Items	Menu items display on the blue menu bar at the top of the page. Selecting a menu item will take you to its menu page. Users may not have access to all menu items. If you are unable to select a particular menu item, you do not have the necessary security rights. Contact the SCN Help Desk for assistance.
Breadcrumb Trail	The navigation, or breadcrumb trail, identifies your location within the web site. Selecting a specific portion of the trail will take you back to that particular screen.

Item	Description
School Year	The selected school year displays on the right beneath the menu bar. Upon logging in, the system defaults to the most current active school year.
Information Box	The information box displays general information regarding the Sponsor/ Site.
Logout	The logout button displays in the menu bar. It is recommended to select **Logout** to properly exit the system.

Note: For security reasons, the system will automatically log you out after twenty (20) minutes of inactivity.

Screen Options

Data entry screens in the system offer the user some or all of the following options: **VIEW, MODIFY, and DELETE**. The Screen Options area is located on the top right side of the screen, directly beneath the colored bar.

Figure 3: Screen Options - example

The following table describes each of the possible screen options:

Item	Description
VIEW	Presents the screen information in 'view-only' mode. In this mode, the user cannot modify any data.
MODIFY	Presents the screen in 'modify' mode. In this mode, the user can modify field data and save the data after pressing the save button at the bottom of the screen.
DELETE	Deletes the current record displayed on the screen. The user will be presented with a confirmation screen to validate that they intend to delete the record. This option may appear only on selected screens.

TIP: The user should select the appropriate screen option:

- **View –** Allows the user to review the information and not make any modifications

- **Modify** – Allows the user to change the information. **Important!** The modify option automatically removes a program application from being approved. Any program application must be re-approved by an SCN program consultant even if no changes were made.

CNIPS Programs Page

Once you successfully log on, the CNIPS Programs page is displayed. Actual access to specific modules is based on the user's security rights. <mark>If you have access only to the School Nutrition Program module, CNIPS will automatically take you to this module and the CNIPS Program Page is not displayed.</mark>
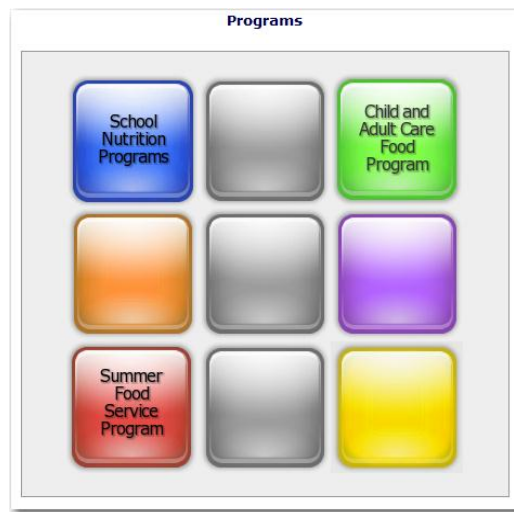
Figure 4: CNIPS Programs Page

Selecting this button…	Provides…
School Nutrition Programs	Access to the School Nutrition Programs home page
Child and Adult Care Food Program	Access to the Child and Adult Care Food Program home page
Summer Food Service Program	Access to the Summer Food Service Program home page

School Nutrition Programs Home Page

The School Nutrition Programs home page contains the message board used by state administrators to post and maintain School Nutrition Programs-related messages. Messages may contain important news regarding the submission due dates, upcoming training, legislative changes, or any other SNP-specific information.

To access the School Nutrition Programs home page

1. Log on to the CNIPS web site.

2. On the Programs screen, select **School Nutrition Programs**.

   Note: If a user only has access to the School Nutrition Programs module, the Programs screen is not be displayed

3. The School Nutrition Programs home page displays.

   Note: State administrators maintain the message boards for all CNIPS modules. If you would like a message posted on the School Nutrition Programs home page, please contact the SCN Help Desk.
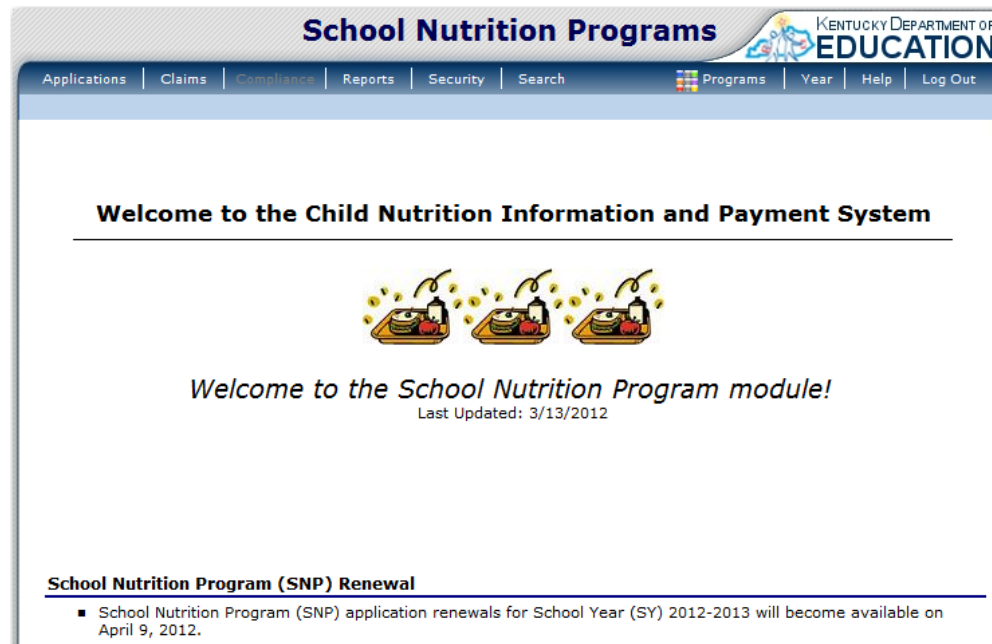
Figure 5: School Nutrition Programs Home Page

School Nutrition Programs menu options

From the School Nutrition Programs home page, you can select a menu item from the blue menu bar at the top of the page. The School Nutrition Programs menu bar contains menu items specific to the School Nutrition Programs. The table below describes the features available for each menu option, which the remainder of this manual will discuss in detail.

Menu Item	Menu Features
Program Applications	Access to overall program application-related items including: ▪ Application Packet (incl. Sponsor and site applications) ▪ Verification Reports ▪ Food Safety Inspection Reports ▪ Annual Audit ▪ Site Enrollment (i.e., October data) ▪ Community Eligibility Option (April data) ▪ Financial Report (i.e., semi-annual data) ▪ Download Forms
Claims	Access to claim entry screens (e.g., SNP, SSO, and FFVP) and Sponsor-specific payment history.
Security	Access to an individual user's security-related items including: ▪ Change Password (authenticated user changing their password).
Search	Access to the Sponsor Search screen. *Note:* This menu option is available ONLY to users that may have access to more than one Sponsor.

Error Processing

All information entered and saved on the system is verified to ensure it conforms to data entry guidelines and system rules. The site performs two types of checks on information entered: Input Edits and Business Rule Edits.

Input Edits

Whenever you save information or proceed to a new screen, the site checks for input errors. These errors may include entry errors such as an invalid data entry (such as entering a 4-digit Zip Code), or a non-logical entry (e.g., entering a greater number of eligible than enrolled children).

If a form contains an input error and the user selects **Save**, the screen either displays the error code and description in red at the top of the page (and the error code is a letter) or displays a message next to the field in error. Input errors <u>must be corrected</u> before you can proceed. The system will <u>not</u> save data entered on a screen that contains an input error. The user must correct the input errors and select **Save** again.

Figure 6: Examples of an Input Error (Partial Screen)

Business Rule Edits

Business rule edits are used to ensure that entered data on a form conforms to state-defined guidelines/requirements and federal regulation. Once the user initiates a save, CNIPS will perform business rule edit checks <u>after</u> all input errors have been corrected and display a confirmation screen stating that data entered has been saved and identifies whether errors exist.

The user may correct business rule errors immediately or at another time. The entered data will not be lost. The errors will display at the top of the screen with an error code (usually 4-5 digits) and error description. Business rule edits <u>do not</u> prohibit the system from saving the data entered on the screen.

Figure 7: Example of a Business Rule Error (Partial Screen)

In addition, business rule edits have an error severity that indicates whether an error is considered an Error or a Warning. Errors appear in red and must be corrected before the form can be submitted. Warnings appear in blue and indicate an "out of the ordinary" data value. Warning errors do not need to be corrected prior to form submission.

Figure 8: Example of a Warning Error

Note: State administrators maintain the verbiage for business rule error messages. If you think an error message is incorrect or unclear, please contact the SCN Help Desk.

Selecting a School Year

Information for Sponsors and sites is displayed based on the selected school year. Upon logging on to the system, the "active" school year is the default selection and displays in the top-right corner in the blue bar. In order to view information from a prior year, you will need to change the school year.

> **Note:** A **Sponsor** will be unable to select a new year if they have not been granted the security right. Contact the SCN Help Desk and request access to the **Select Year** security right if you think you should have this right and you are unable to select a year.

To select a school year

1. Select **Year** on the blue menu bar at the top of the page. The Year Select screen displays.

2. Select the year.

   > **Note:** The selected year is indicated by **< Selected.**

3. Use the menu bar to return to your task in the program.

> **TIP:** The ability to view and/or modify a school year is controlled by the State's system administrator. It is important to note that a school year may be set as "view only" to the Sponsors and "modify" to authorized State users.

Year Select

Select Year

2012 - 2013	< Selected
2011 - 2012	
2010 - 2011	
2009 - 2010	

Figure 9: Year Select screen

Sponsor Search

Most Sponsor users are associated with a single Sponsor entity. CNIPS will automatically display all data related to the Sponsor. The Sponsor Search options are not required to access your data; therefore, the Search menu option is not available to you.

If your User ID is associated with more than one Sponsor, you would use the Sponsor Search screen to identify which Sponsor data you would like to work on or view.

To search for a Sponsor

1. On the menu bar, select **Search**. [If the Sponsor Search screen is already displayed, begin at Step 2.] The Sponsor Search screen displays.

2. Enter search parameters (see table for additional information on using the search parameters).

3. Select **Search.**

4. Select the Sponsor you wish to access.

> **TIP:** The list of Sponsors displays based upon the search criteria entered. If no selections were made and the user selected the Search button, the list displays all SNP Sponsors with the designated status (default is "Active"). To display all Sponsors, leave all search parameters blank and select **Search.**

Figure 10: Sponsor Search screen

If the "Search all available Programs" checkbox is checked, the results display changes in appearance. The system will ignore all search criteria except for the Sponsor ID and Sponsor Status. If the Sponsor Name is entered, and no Sponsor ID is entered, the system will ignore all search criteria except for Sponsor Name. If no parameters are entered, the system will retrieve all Sponsors in all programs.

> **TIP:** Once all program data is maintained in CNIPS, the user can view which programs a Sponsor participates in by entering the search criteria and checking the **Search all available Programs** checkbox.

Figure 11: Sponsor Search screen – "Search all available Programs" example

Applications

Now that you know how to access and log on to CNIPS, the remainder of the manual will explore the functions of the School Nutrition Programs module. Let's first look at the Applications component of CNIPS, where users manage yearly enrollment of Sponsors and sites and complete the appropriate forms required by the SCN.

About the School Year Enrollment Process

In order to participate in the School Nutrition Programs, Sponsors must submit a Program Application Packet to the State for review and approval. A new Program Application Packet must be submitted and approved at the beginning of each year. For Sponsors that are completing this process as part of their "annual update," certain information from the previous year's applications rolls over into the new program year. The Sponsor may modify this data for the new program year or keep the prior year's data for use in the current application.

> **Program Year 2012-2013:** Due to the system implementation, all SNP sponsors shall be considered as 'New' sponsors in the system. As such documentation will be collected that will not be necessary in subsequent years. In future years certain data elements will roll over into the next program year applications, reducing the data entry required of sponsors.

Submitting a Program Application Packet

The Sponsor can submit the Program Application Packet to the State once all required applications, applicable online forms (e.g., Food Service Management Company contract and Community Eligibility Option), and supporting documents identified on the checklist are completed and saved without errors.

In order to be able to submit a Program Application Packet, the packet must contain:

- A completed Sponsor Application with no errors

- At least one completed SNP Site Application with no errors

- All items in the Checklist are identified as submitted to SCN with a submitted date

- If the Sponsor indicated on their SNP Sponsor Application that they would be using a Food Safety Management Company, the packet must contain at least one Food Service Management Company contract with a status of "Submitted"

- If the Sponsor indicated on their SNP Sponsor Application that they would be participating in the Community Eligibility Option (CEO), the packet must contain a completed CEO Schedule with a status of "Submitted".

Once the Program Application Packet has been submitted to the State for approval, the packet history section of the Program Application Packet screen will display the event and the packet status changes to **Submitted for Approval.**

Packet History		
Event	**Event Date/Time**	**User**
The application packet was approved.	5/29/2009 7:23:11 AM	Developer
The application packet was submitted.	5/29/2009 7:22:27 AM	Developer
The application packet was changed requiring it to be submitted.	5/29/2009 7:22:14 AM	Developer

Figure 12: Packet History (sub-section of the Program Application Packet screen)

Note: In order to view application packet history, select the **Show Packet History** link at the bottom of the Program Application Packet screen.

Applications Menu

The Applications menu is the starting point for all tasks related to the annual School Nutrition Programs enrollment process. Menu items are based on security levels.

To access the Applications Menu

1. On the blue menu bar, select **Applications.** The Applications Menu displays.

2. Select an application item to access that application function.

Application Packet

In order to participate in the School Nutrition Program, Sponsors must submit a Program Application Packet to the State for review and approval. At the beginning of each program year, Sponsor data is rolled over and must be verified by Sponsors prior to submitting any claims.

The Program Application Packet contains the Sponsor application, site application(s), and other forms required as a part of the packet. After selecting "Application Packet" from the Applications menu, each required packet item and its status displays.

If any packet item requires attention (such as an error within a form or a checklist item needs to be completed), a red arrow displays next to the Program Application Packet item. If the Program Application Packet item has been completed correctly and contains no errors, a green check displays next to the Program Application Packet item. For more details, see *Reviewing an Application*.

Note: Sponsors may not submit claims until their Program Application Packet has been approved for the respective program year.

Note: If a Program Application Packet has been approved, when a Sponsor revises any item within the Program Application Packet, the Program Application Packet must be re-submitted for State review and approval.

To access the Application Packet

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. If necessary, search for and select a Sponsor. The Application Packet screen displays.

3. Select the packet item you want to access.

			Packet Assigned To: unassigned
Action	**Form Name**	**Latest Version**	**Status**
View | Modify | Admin	Sponsor Application	Original	Pending Validation
Details	Checklist Summary		
Details	Application Packet Notes		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	0	0	0	0	0	0
Seamless Summer Option	0	0	0	0	0	0	0

Figure 13: Application Packet screen

Sponsor Application

The Sponsor Application screen provides access to the Sponsor's annual application for the School Nutrition Programs for both new and renewing Sponsors. The Sponsor is required to complete a new Sponsor application annually; however, **the State has identified** select Sponsor data that rolls over from the previous year and pre-fills a new year's application.

To view a Sponsor application (Original)

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.

3. Select View next to the Sponsor **Application** packet item. The Sponsor Application for the designated school year is displayed.

    Note: If there are multiple versions of a Sponsor application within the system (i.e., revisions exist), the system defaults to the version with the most current Application Effective Date.

To view a Sponsor application (Revision)

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The most current year's Program Application Packet screen displays.

3. Select the revision link under the **Latest Version** column.   The Sponsor Program Application History for the designated school year is displayed.

Effective Claim Period	Version	Status	Approved Date
Jul 2012	Rev. 2	Not Submitted	
Jul 2012	Rev. 1	Approved	02/02/2012
Jul 2012	Original	Approved	01/31/2012

Figure 14: Latest Version link on the Application Packet screen (partial screen)

4. Select the application version you would like to view.

> **TIP:** The View option appears in two situations: 1) If the user only has view-access security rights or 2) If the user has modify-access security rights BUT the Program Application Packet has been submitted to the State and is under State review and therefore can no longer be modified.

To begin a Sponsor application within the new program year

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.

3. Select Add next to the Sponsor **Application** packet item. The Sponsor Application for the designated school year is displayed.

4. Enter required information.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Sponsor Application screen.

   -OR-

   Select **Finish** to return to the Application Packet screen.

> **TIP:** The Add option only appears for new Sponsors. If a Sponsor had an application in the previous year and has elected to enroll in the new year, the prior year's application information is rolled over into the new year's application as a starting point. The user would select **Modify** to review and update this information.

To modify a Sponsor application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.

3. Select Modify next to the Sponsor **Application** packet item. The Sponsor Application for the designated school year is displayed.

4. Modify any desired information.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Sponsor Application screen.

    -OR-

    Select **Finish** to return to the Application Packet screen.

> **TIP:** The Modify option only appears when the Application Packet has not been submitted. Once an application has been submitted and approved by the State, a revised application must be submitted (i.e., the Revise option is displayed).

To revise a Sponsor application

Note: Only state-approved applications can be revised. Once a Sponsor selects to 'Modify' the Program Application Packet, then the Program Application Packet must be re-submitted for state review and approval.

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.

3. Select Revise next to the Sponsor **Application** packet item. The Sponsor Application for the designated school year is displayed.

4. Modify any desired information.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Sponsor Application screen you just modified.

    -OR-

    Select **Finish** to return to the Application Packet screen.

Site Applications – School Nutrition Program

Sponsors must complete a Site Application for each of their sites participating in the School Nutrition Program in a specific school year. The Site Application screen provides access to the Site's annual application for the School Nutrition Programs for both new and renewing sites. Sites must complete a new application annually; however, **the State has identified** select site data that rolls over from the previous year and pre-fills a new year's program application.

To access the Sponsor's site list

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.

3. Under Site Applications, select **School Nutrition Program**. The Application Packet - SNP Site List screen displays.

Action	Site ID / Site Name		NSLP	SBP	ASCP	SMP	FFVP	Version/ Status
		Totals	2	1	1	1	0	
View | Modify Admin	0001 Sample County High School	➡	X	X	X	X		Rev. 2 / Submitted

Figure 15: Application Packet – SNP Site List screen

To view a Site Application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.

3. Under Site Applications, select **School Nutrition Program**. The Application Packet - SNP Site List screen displays.

4. Select View next to the site whose application you would like to view. The site's Site Application is displayed.

To modify a Site Application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.

3. Under Site Applications, select **School Nutrition Program**. The Application Packet - SNP Site List screen displays.

4. Select Modify next to the site whose application you would like to view. The site's Site Application is displayed.

5. Modify any desired information.

6. Select **Save**. A confirmation screen displays.

7. Select **<Edit** to return to the Site Application screen.

   -OR-

   Select **Finish** to return to the SNP Site List screen.

8. Repeat **Steps** 4 through 7 for each site that will participate in the program.

To revise a Site Application

Note: Only state-approved applications can be revised. Once a Sponsor selects to 'Modify' the Program Application Packet, then the Program Application Packet must be re-submitted for state review and approval.

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.

3. Under Site Applications, select **School Nutrition Program**. The Application Packet - SNP Site List screen displays.

4. Select Revise next to the site whose application you would like to delete. The site's Site Application is displayed.

5.   Modify any desired information.

6.   Select **Save**. A confirmation screen displays.

7.   Select **<Edit** to return to the Site Application screen.

     -OR-

     Select **Finish** to return to the SNP Site List screen.

TIP: The Revise option only appears when the previously submitted Application Packet has been approved by SCN.

Site Applications – Seamless Summer Option

Sponsors must complete a Site Application for each site participating in the Seamless Summer option program is a specific school year. The Site Application screen provides access to the Site's annual program application for the Seamless Summer Options for both new and renewing sites. Sites must review and update their program application annually; however, the State has identified select site data that rolls over from the previous year and pre-fills a new year's program application.

> **Note:** Please ensure you are working in the correct program year. For Summer 2012 you will need to be in the 2011-2012 program year to participate in SSO. To change years simply click on the **Year** menu item and then change the program year.

To access the Sponsor's site list

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The most current year's Program Application Packet screen displays.

3. Under Site Applications, select **Seamless Summer Option**. The Application Packet – Seamless Summer Option Site List screen displays.

> **Note:** The sites displayed on this screen are sites that are designated as participating in SSO on the Site Profile screen. If a site participating in SSO does not appear on this list, contact the SCN Help Desk.

To add a new SSO site

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The most current year's Program Application Packet screen displays.

3. Under Site Applications, select **Seamless Summer Option**. The Program Application Packet - Seamless Summer Option Site List screen displays.

4. At the bottom of the site list, select **Add Site Application.** The SSO Available Site(s) screen displays.

> **Note:** The sites displayed on this screen are sites that are designated as participating in SSO on the Site Profile screen.

5. If the site you would like to add an application for is listed, select the site. If the site you would like to add an application for is not listed, select **Add New Site.** The 'Quick' Site Profile screen displays.

6. The system automatically defaults the Site ID to the next available ID for this Sponsor. The user can enter in another Site ID; however, it must be 4 digits and must not have already been assigned to another site.

> **TIP:** It is highly recommended that you use the Site ID assigned by the system. The system has verified that the assigned ID is unique and is the next available Site ID for the Sponsor.

7. Enter the Site Name and County.

8. Select **Save.** The SSO Site Application for the new site is displayed.

Site Information

Site ID:	0214
Site Name:	
County:	

Figure 16: 'Quick' Site Profile screen

To view a SSO Site Application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.

3. Under Site Applications, select **Seamless Summer Option**. The Application Packet - Seamless Summer Option Site List screen displays.

4. Select View next to the site whose application you would like to view. The site's SSO Site Application is displayed.

To modify a SSO Site Application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.

3. Under Site Applications, select **Seamless Summer Option**. The Application Packet - Seamless Summer Option Site List screen displays.

4. Select Modify next to the site whose application you would like to view. The site's SSO Site Application is displayed.

5. Modify any desired information.

6. Select **Save**. A confirmation screen displays.

7. Select **<Edit** to return to the SSO Site Application screen.

   -OR-

   Select **Finish** to return to the Seamless Summer Option Site List screen.

8. Repeat **Steps** 4 through 7 for each site that will participate in the program.

To delete a SSO site application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.

3. Under Site Applications, select **Seamless Summer Option**. The Application Packet - Seamless Summer Option Site List screen displays.

4. Select Modify next to the site whose application you would like to delete. The site's SSO Site Application is displayed.

5. Select **DELETE** on the Edit menu in the top-right corner.

6. The system transfers you to the bottom of the screen and a warning message is displayed.

7. Select the **Delete** button at the bottom of the page. A confirmation message displays.

WARNING: Only a site application that has not been approved can be deleted. Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

To revise a SSO Site Application

Note: Only state-approved applications can be revised. Once a Sponsor revises any item within the Application Packet, the Application Packet must be re-submitted and the state review and approval process starts again.

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.

3. Under Site Applications, select **Seamless Summer Option**. The Application Packet - Seamless Summer Option Site List screen displays.

4. Select Revise next to the site whose application you would like to delete. The site's SSO Site Application is displayed.

5. Modify any desired information.

6. Select **Save**. A confirmation screen displays.

7. Select **<Edit** to return to the SSO Site Application screen.

   -OR-

   Select **Finish** to return to the Seamless Summer Option Site List screen.

TIP: The Revise option only appears when the previously submitted Application Packet has been approved by the State.

Food Service Management Company (FSMC) Contract List

If the Sponsor's School Nutrition Programs is managed by a Food Service Management Company (FSMC), then information regarding the FSMC contract is **required** as a part of the Program Application Packet. The FSMC Program Application Packet item is initiated when the Sponsor has specified that they will be using a FSMC on their Sponsor application. If the Sponsor has not specified that they will be using a FSMC for the respective year, the FSMC Contract List will not appear on the Program Application Packet screen.

To access the Food Service Management Company Contract List

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select **Details** next to **FSMC Contract List**. The Food Service Management Company Contracts screen displays.

Figure 17: Food Service Management Company Contracts list screen

To add a Food Service Management Company contract

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select **Details** next to **FSMC Contract List**. The Food Service Management Company Contracts list screen displays.

4. Select the **Create New Contract** button. The Food Service Management Company Contract for the specified year is displayed.

5. Select the company and initial year. The Company Contact Information is automatically populated.

6. Enter additional contract information.

    > **Note:** CNIPS will automatically calculate the begin and end dates of each renewal year based on the initial contract year and the number of optional renewal years entered.

7. Select **Save**. A confirmation screen displays.

8. Select <**Edit** to return to the Food Service Management Company Contract screen.

    -OR-

    Select **Finish** to return to the Food Service Management Company Contracts list screen.

To modify a Food Service Management Company contract

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select **Details** next to **FSMC Contract List**. The Food Service Management Company Contracts list screen displays.

4. Select **Modify** next to the company you want to modify.

5. Modify any desired information.

6. Select **Save**. A confirmation screen displays.

7. Select <**Edit** to return to the Food Service Management Company Contract screen.

    -OR-

    Select **Finish** to return to the Food Service Management Company Contracts list screen.

WARNING: Contract information can be modified only until the State has approved the FSMC contract. Once the FSMC contract has been approved the user would only use the Modify option to early terminate or cancel the FSMC contract.

To delete a Food Service Management Company contract

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select **Details** next to **FSMC Contract List**. The Food Service Management Company Contracts list screen displays.

4. Select **Modify** next to the company you would like to delete. The Food Service Management Company Contract screen is displayed.

5. Select **DELETE** on the Edit menu in the top-right corner.

6. The system transfers you to the bottom of the screen and a warning message is displayed.

7. Select the **Delete** button at the bottom of the page. A confirmation message displays.

WARNING: Only a contract whose Application Packet has not been approved can be deleted. Once the contract has been deleted, it is permanently removed and cannot be restored. Use caution before deleting a contract.

To early terminate an active Food Service Management Company contract

TIP: Within the system, Food Service Management Company contracts automatically renew based on the number of optional renewal years specified on the Food Service Management Company Contract screen. To end a contract mid-year, use the Early Termination section of the form.

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select **Details** next to **FSMC Contract List**. The Food Service Management Company Contracts list screen displays.

4. Select **Modify** next to the company you want to modify.

5. Under the Early Termination Information section, identify that you are terminating the contract early and enter the date and reason for early termination.

6. Select **Save**. A confirmation screen displays.

7. Select **< Edit** to return to the Food Service Management Company Contract screen.

   -OR-

   Select **Finish** to return to the Food Service Management Company Contracts list screen.

Early Termination Information

To terminate this Food Service Management Company contract mid-school year, please complete the following questions.

8. Early Termination?   ○ Yes   ● No

9. Early Termination Date:

10. Early Termination Comments:

Figure 18: Food Service Management Company Contracts screen (partial) - Termination

Community Eligibility Option Schedule

If the Sponsor is interested in participating in the Community Eligibility Option offered by the USDA, the Community Eligibility Option Schedule must be completed. This item is automatically added to the Sponsor Program Application Packet screen when the Sponsor answers "Yes" to the "Will any of your sites be participating in the Community Eligibility Option (CEO) for the National School Lunch Program?" question under the Eligibility Information section of the Sponsor Program Application.

To access the Community Eligibility Option Schedule

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select Details next to **Community Eligibility Option (CEO) Schedule**. The Community Eligibility Option (CEO) Schedule screen displays.

> **Note:** The default display is to show the Grouping detail for all groups associated with the Sponsor (i.e., Show Detail column checked). To view only groups with sites, uncheck the "Show Detail" checkbox where Number of Sites is "0".

Summary

Total Sites: 2

Group Name	Show Detail	Number of Sites	First Year	Year Used	Eligible Students	Enrolled Students	Identified Student %	Reimburse % Free	Reimburse % Paid
Unassigned	☑	2			77	180			
Individual	☑	0			0	0			
Group 1	☑	0			0	0	0.00	0.00	100.00
Group 2	☑	0			0	0	0.00	0.00	100.00
Group 3	☑	0			0	0	0.00	0.00	100.00
Group 4	☑	0			0	0	0.00	0.00	100.00
Group 5	☑	0			0	0	0.00	0.00	100.00

Instructions

The Community Eligibility Option (CEO) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals. Sites which have a 40% or greater percentage of DC are eligible for this option. Sites whose percentage is between 30.00% - 39.99% are potentially eligible.

For each site, identify whether the site will qualify based on its individual numbers ("Individual") or as a group ("Group").

Grouping

Site ID	Site Name	Group	First Year	Year Used	Eligible Students	Enrolled Students	Identified Student %	Reimburse % Free	Reimburse % Paid
0001	Sample Site 1	Unassigned ▾	2013	2013	45	100	45.00	72.00	28.00
0002	Sample Site 2	Unassigned ▾	2013	2013	32	80	40.00	64.00	36.00

Figure 19: Community Eligibility Option (CEO) Schedule screen

To define a CEO Schedule

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select **Add** next to **Community Eligibility Option Schedule**. The Community Eligibility option (CEO) Schedule screen displays.

> **Note:** The CEO Schedule screen lists all sites that had identified on their Site Application that they will be participating in the Community Eligibility Option (CEO) program.
>
> The Students data displayed on this screen is retrieved from the Community Eligibility Option screen (i.e., April data) for the optimal program year (i.e., the April data that yields the highest Identified Students percentage).
>
> - **Participation Year 1**: The student data displayed is the site's/group's prior year April data
>
> - **Participation Year 2:** The student data displayed is either: a) the site's/group's Year Prior to First Year (YPFY) or b) Year 1 April data – whichever yields the higher Identified Student percentage.
>
> - **Participation Year 3:** The student data displayed is the either: a) the site's/group's Year Prior to First Year (YPFY) or b) Year 2 April data – whichever yields the higher Identified Student percentage.
>
> - **Participation Year 4:** The student data displayed is the either: a) the site's/group's Year Prior to First Year (YPFY) or b) Year 3 April data – whichever yields the higher Identified Student percentage.

4. For each site, under the Group column, select whether the site will qualify based on its own site data by selecting "Individual" or if the site will qualify by being grouped with other sites by selecting the group number.

> **Note:** If the Sponsor is qualifying as district-wide, all sites must be assigned to "Group 1" and not as "Individual".

5. Once all sites have been either identified as "Individual" or assigned to a group, select **Save**.

> **Note:** CNIPS will issue an error if any group does not meet the minimum 40.00% Identified Student percentage.

To add a site to an existing Community Eligibility Option Schedule

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select **Modify** next to **Community Eligibility Option Schedule**. The Community Eligibility option (CEO) Schedule screen displays.

4. The new site will be identified as "Unassigned" under the Group column. Select the group to which the site should be associated or select "Individual" if the site qualifies based on its own student data.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Community Eligibility Option (CEO) Schedule screen.
   -OR-
   Select **Finish** to return to the Program Application Packet screen.

⚠️	**WARNING**: All sites identified on their site application as participating in CEO must be assigned to a group or identified as "Individual".

To export the Community Eligibility Schedule

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select **View** next to **Community Eligibility Option Schedule**. The Community Eligibility Option (CEO) Schedule screen displays.

Select the Export **button.   A spreadsheet opens in Microsoft Excel that lists information displayed in the Grouping section of the Community eligibility option (CEO) Schedule.**

Checklist

A checklist is automatically generated based upon answers to specific questions from the Sponsor and site applications. The checklist identifies supplemental documents that need to be submitted to the state. The Checklist feature allows Sponsors to keep track of documents and their dates of submission. State users use this feature to identify when documents have been received and to denote the status of the documents.

To access a Checklist

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Program Application Packet screen displays.

3. Select **Checklist Summary**. The Checklist Summary screen displays.

Sponsor	Total Items	Submitted Items	Approved Items
Sample Sponsor	2	2	0
School Nutrition Programs Sites	**Total Items**	**Submitted Items**	**Approved Items**
Sample Site 1	0	0	0
Sample Site 2	0	0	0

Figure 20: Checklist Summary screen

To view a Checklist

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Program Application Packet screen displays.

3. Select **Checklist Summary**. The Checklist Summary screen displays.

4. Select the Sponsor or Site whose checklist you wish to view. The Checklist screen displays.

   Note: Checklist items are generated based on SCN business rules associated with the respective Sponsor or Site Application.

Required Forms/Documents to send to SCN	Document Submitted to SCN	Date Submitted to SCN	Document on File w/SCN	Status	Status Date	Last Updated By
Meal Counting and Claims Procedures	📎	☐		☐	Pending Approval	12/15/2011	Developer

Action	Checklist Item	Comment	Attachment Date/Time
		There are no attachments	

Figure 21: Checklist screen

To update a Checklist

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select **Checklist Summary**. The Checklist Summary screen displays.

4. Select the Sponsor or Site whose checklist you wish to update. The Checklist screen displays.

5. Identify whether the document has been submitted and the submission date. The Date Submitted to SCN field automatically defaults to the system date. This can be changed by the user. A checklist is not considered complete until all checklist items are identified as having been submitted to SCN.

6. Select Save. The Checklist Summary screen displays.

To upload an attachment to a Checklist item

1. Select the paper clip. The Checklist File Upload Details screen displays.

2. Use the **Browse** button to select the file to upload. If desired, enter a brief comment (field is not required)

3. Select **Save**.

Checklist

Program:	School Nutrition Programs
Checklist Item:	Meal Counting and Claims Procedures

Upload Detail

1. File To Upload: [   ] Browse...
2. Comment: [   ]

Figure 22: Checklist File Upload Detail screen

Fresh Fruit and Vegetable Program Application

A Fresh Fruit and Vegetable Program Application exists for each Sponsor that will participate in the Fresh Fruit and Vegetable Program. The Fresh Fruit and Vegetable Program Application is maintained by SCN and viewable from the Application Packet screen.

Note: Only Sponsors that have been identified by a State user in CNIPS as invited to participate in the Fresh Fruit and Vegetable Program will see a Fresh Fruit and Vegetable Program Application item on their Application Packet screen.

To view a Fresh Fruit and Vegetable Program application

1. On the blue menu bar, select **Applications.**

2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.

3. Select View next to the **Fresh Fruit and Vegetable Application** packet item. The Fresh Fruit and Vegetable Program Application for the designated school year is displayed.

4.
   Select **< Back** to return to the Application Packet screen.

Verification Report

Sponsors use the Verification Report function to complete and submit the mandatory annual Verification Report to the State. The Verification Report contains information about sites collecting applications, site enrollment, eligibility information, and verification results.

To access a Verification Report

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.

2. On the menu, select **Verification Report**. The Verification Reports list screen displays.

To complete or modify a Verification Report

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.

2. On the menu, select **Verification Report**. The Verification Reports list screen displays.

3. Select Modify next to the year that you would like to enter data into the Verification Report. The Verification Report screen for the designated year selected is displayed.

4. Enter information into the screen fields provided.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Verification Report screen.
   -OR-
   Select **Finish** to return to the Verification Reports list screen.

   Note: The Verification Report is automatically submitted when all required fields have been completed without errors and the user selects the **Save** button. If you do not correct the errors, the form status is "Error".

To delete a Verification Report

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.

2. On the menu, select **Verification Report**. The Verification Reports list screen displays.

3. Select Modify next to the year that you would like to delete an existing Verification Report. The Verification Report screen for the designated year selected is displayed.

4. Select **DELETE** on the Edit menu in the top-right corner.

5. The system transfers you to the bottom of the screen and a warning message is displayed.

6. Select the **Delete** button at the bottom of the page. A confirmation message displays.

7. Select **Finish**.

WARNING: Only Verification Reports that have not been submitted can be deleted. Selecting the DELETE button permanently deletes the Verification Report from the system. It will not be recoverable once deleted.

Food Safety Inspections

The Food Safety Inspections screen allows Sponsors to enter annual food safety inspection information for each of their sites. Food Safety Inspection reports are submitted for the prior year. Hence, during the 2011-2012 year, Sponsors are submitting Food Safety Inspection reports for the 2010-2011 year.

Note: Only enrolled sites are listed. If the site has an application on file for the designated year, it will be listed and the street address on that application will be displayed.

To access a Food Safety Inspections report

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.

2. On the menu, select **Food Safety Inspections**. The Food Safety Inspections list screen displays.

To complete or modify a Food Safety Inspections report

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.

2. On the menu, select **Food Safety Inspections**. The Food Safety Inspections list screen displays.

3. Select Modify next to the year that you would like to enter data into the Food Safety Inspections screen. The Food Safety Inspections screen for the designated year selected is displayed.

4. Enter information into the screen fields provided.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Food Safety Inspections screen.
   -OR-
   Select **Finish** to return to the Food Safety Inspections list screen.

Note: The Food Safety Inspections Report is automatically submitted when all required fields have been completed without errors and the user selects the **Save** button. If you do not correct the errors, the form status is "Error".

Site Enrollment

The Site Enrollment screen allows Sponsors to enter their Site Enrollment and eligibility data for each of their sites. The site must have an active approved application within the system.

Once site-level October claim data has been entered into CNIPS, the system will automatically pre-populate the Operating Days and Number of Meals Served fields on the Site Enrollment screen with the respective October claim data resulting in no need to re-enter the data into CNIPS. This will become effective in 2013, using October 2012 site-level claim data. The Sponsor is responsible for entering Enrollment and Eligibility data based on the last operating day in October.

To access Site Enrollment

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Site Enrollment**. The Site Enrollment list screen displays.

To complete or modify Site Enrollment

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Site Enrollment**. The Site Enrollment list screen displays.
3. Select Modify next to the year that you would like to enter data into the Site Enrollment screen. The Site Enrollment Site List screen for the designated reporting month is displayed.
4. Select a specific site. The respective site's Site Enrollment screen is displayed.
5. Enter Enrollment and Eligibility data based on the last operating day of October.
6. Select **Save**. A confirmation screen displays.
7. Select <**Edit** to return to the Site Enrollment screen.
    -OR-
    Select **Finish** to return to the Site Enrollment list screen.

    Note: The form is automatically submitted when all required fields have been completed without errors and the user selects the **Save** button. If you do not correct the errors, the form status is "Error".

Community Eligibility Option

The Community Eligibility Option screen allows Sponsors to enter their April Directly Certified (DC) Students and Site Enrollment data for each of their sites. This data is used in determining a site's potential eligibility in participating in the USDA Provision 4 CEO program. Sites which have a 40% or greater percentage of DC are eligible for this option. Sites whose percentage is between 30.00% - 39.99% are potentially eligible.

Note: Data entered on this screen used to determine eligibility in the following school year (e.g., April 2012 data is used to determined CEO eligibility for the 2012-2013 school year).

To access CEO Site Eligibility

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.

2. On the menu, select **Community Eligibility Option**. The Community Eligibility Option (CEO) Site List screen displays.

To complete or modify CEO Site Eligibility

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.

2. On the menu, select **Community Eligibility Option**. The Community Eligibility Option (CEO) Site List screen displays

3. Select Detail next to the year that you would like to enter data into the Site Enrollment screen. The Community Eligibility Option (CEO) - Site Eligibility screen for the designated reporting month is displayed.

4. Enter number of Directly Certified students and the total student Enrollment for each site.

5. Select **Save**. A confirmation screen displays.

6. Select <**Edit** to return to the Site Enrollment screen.
   -OR-
   Select **Finish** to return to the Site Enrollment list screen.

Note: The form is automatically submitted when all required fields have been completed without errors and the user selects the **Save** button. If you do not correct the errors, the form status is "Error".

General Information

Reporting Date: April 01, 2012

Due Date: May 15, 2012

Instructions

The Community Eligibility Option (CEO) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals. Sites that elect this option agree to serve all students free lunches and breakfasts for four successive school years and claim the meals based on a percentage of identified students multiplied by a factor of 1.6. Sites which have a 40% or greater percentage of Directly Certified (DC) students are eligible for this option. Sites whose percentage is between 30.00% - 39.99% are potentially eligible.

Enter each Site's Number of Directly Certified (DC) students and Enrollment as of April 01, 2012

Site ID	Site Name	Nbr of DC Students	Enrollment	DC % of Enrollment	Eligible?	Potentially Eligible?
0001	Sample Site 1	0	0			
0002	Sample Site 2	0	0			
0003	Sample Site 3	0	0			

Total Sites: 3

Figure 23: Community Eligibility Option (CEO) - Site Eligibility screen

Financial Report

The Financial Report screen provides a Sponsor's revenue and expenditure data for a specific period. Sponsors will submit Financial Reports as follows:

- In late January, with the information based on December 31st data.

- In late July, with the information based on June 30th data.

To access Financial Report

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.

2. On the menu, select **Financial Report**. The Financial Report list screen displays.

To view or modify Financial Report

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.

2. On the menu, select **Financial Report**. The Financial Report list screen displays.

3. Select View or Modify next to the reporting period that you would like to view or enter data. The Financial Report Details screen for the designated reporting month is displayed.

4. Enter data, if appropriate.

5. Select **Save**. A confirmation screen displays.

6. Select **<Edit** to return to the Site Enrollment screen.
   -OR-
   Select **Finish** to return to the Site Enrollment list screen.

   Note: The form is automatically submitted when all required fields have been completed without errors and the user selects the **Save** button. If you do not correct the errors, the form status is "Error".

Download Forms

The Download Forms function allows users to view, download and/or print all forms and documents made available on the site by the State.

To access Download Forms

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.

2. On the menu, select **Download Forms**. The Download Forms screen displays.

To download or view a form

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.

2. On the menu, select **Download Forms**. The Download Forms screen displays a list of all available forms.

3. Select the Form ID of the form you wish to download. If the form is a document, a gray dialog box appears.

4. Select **Open** to view the form.
   - OR -
   Select **Save** to save the form to your computer.

   Note: The software application associated with the form will initiate the opening of the form. For example, if the form is a Microsoft Word document, Microsoft Word on your desktop will initiate the opening of the form. This is also true with Microsoft Excel or Adobe Acrobat forms.

5. Select the **<Back** button to return to the previous screen.

   TIP: The New Sponsor column indicates whether the form is required for submission by Sponsors new to the School Nutrition Programs.

Application Packet – SCN Policies

Sponsors should complete their site and sponsor applications using the following information.

About the Application Packet Process

SCN seeks to provide specific guidance to sponsors when completing their site and sponsor applications. Reference the information below for questions you may have. If you have further questions on this please contact your program consultant.

> **DEFINITION:** A site is a physical location where meals are served. Two schools that share one cafeteria are considered "one" site. Please contact your program consultant if you need assistance in determining your sites

Sponsor Application

Sponsor Type

1. Type of Agency: Educational Institution

> This information is taken from the Sponsor Profile entered by SCN. If the type of agency is incorrect please notify your program consultant.

School Year Dates of Operation

2. Operational Dates: Start Date: 07/01/2012   End Date: 06/30/2013

> The operational dates should always be the start and end dates of your school year calendar.

Superintendent/Sponsoring Official

		Salutation	First Name	Last Name
3.	Name:	Mr. ▾	Mike	Johnson
4.	Email Address:	mike.johnson@kydistrict.kyschools.us		
5.	Phone:	(502) 555-1212 Ext:	Fax:	
6.	Title:	Superintendent		

Public Schools: Enter in the current district superintendent.

RCCIs/Private Schools: Enter in the headmaster, president, CEO or other head official.

Physical Address

7.	Address Line 1:	100 Main Street
	Address Line 2:	
8.	City:	Pikeville
9.	State:	KY Zip: 40000-1234
10.	County:	PIKE COUNTY (098) ▾

Enter in the physical address of the board office or sponsoring organization. No PO boxes or other type information should be entered here.

Mailing Address

☐ Same as the Physical Address

11.	Address Line 1:	100 Main Street
	Address Line 2:	
12.	City:	Pikeville
13.	State:	KY Zip: 40000-1234
14.	County:	PIKE COUNTY (098) ▾

Enter in the mailing address where all correspondence from SCN should be sent to. Generally, the county designation should be the same as the physical address. Please use USPS addressing standards when completing the mailing address information.

TIP: Use the 'Same as the…' feature to automatically pre-populate the information. For example, if the mailing address is the same as the physical address then click on the checkbox to pre-populate the mailing address information.

Child Nutrition Director

☐ Same as the Superintendent/Sponsoring Official

	Salutation	First Name	Last Name
15. Name:	Mr. ▾	Donnie	Lewis

16. Email Address: 🧩 donnie.lewis@pike.kyschools.us

17. Phone: (502) 555-1212 Ext: _____ Fax: _____

18. Title: Food Service Director

Enter the individual responsible for administering the child nutrition program within your organization.

Claim Preparer

☐ Same as the Child Nutrition Director

	Salutation	First Name	Last Name
19. Name:	Ms. ▾	Mary	Brown

20. Email Address: 🧩 mary.brown@pike.kyschools.us

21. Phone: (502) 555-1212 Ext: _____ Fax: _____

22. Title: Asst. Food Service Director

Enter the individual responsible for filing the monthly claim.

Note: All claims payment vouchers will be sent to the individual's email address noted in this section.

Hearing Official

23. This person shall ensure that all required provisions of the appeal process are followed as outlined on the Letter to Households of Approval/Denial of Benefits. The hearing official must be someone not involved in making the determination under appeal or any previous conference and hold a position at a higher administrative level than the reviewing and verifying official(s).

Name/Title: John Hernandez

*Hearing Official must be in a position higher than the Determining Official and Verifying Official.

Typically, this is a staff person occupying in a higher position within the organization than the child nutrition director (e.g., district superintendent).

- For "mixed" CEO districts, a hearing official is required as some schools will continue to process household applications.

- For "All Schools" CEO districts, enter N/A as the hearing official.

Determining Official

24. This person processes applications and makes eligibility determinations.

   Name/Title: Mary T. Smith

   This staff person approves applications and may be the child nutrition director or their designee.

> - For all CEO districts, a determining official is required as Direct Certification is processed in CEO districts.

Verifying Official

25. This person verifies the eligibility of applicant households in accordance with program regulations.

   Name/Title: Susan Markston

   Enter the person responsible for conducting verification.

> - For "mixed" CEO districts, a verifying official is required as verification is required for any processed household applications.
>
> - For "All Schools" CEO districts, enter N/A as the verification official as verification is not required.

Meal Count and Collection Procedures

26. Have your meal counting and claiming procedures at any of your sites been revised?   ◉ Yes   ○ No

   Review your meal counting and claiming procedures that were submitted to the state agency previously. If the procedures have been revised, then click 'Yes'. Otherwise, click 'No'.

Eligibility Information

27. Does your organization use the USDA prototype household application?   ○ Yes   ◉ No

28. Does your organization use scanned applications?   ◉ Yes   ○ No

29. Does your organization use online applications?   ○ Yes   ◉ No

30. Are you using a system for processing free and reduced applications?   ◉ Yes   ○ No

   If Yes, what is the name of your system?   LunchPail

31. Will any of your sites be participating in the Community Eligibility Option (CEO) for the National School Lunch Program?   ◉ Yes   ○ No

   Q27 – If changes have been made to the USDA prototype application with changes to the verbiage, formatting, questions, etc. then answer 'No'. Otherwise, answer 'Yes'.

Q30 – Provide the vendor name for the system. This may be a different vendor than your POS system.

Q31 - The sponsor must also note their intent to participate in CEO on the individual site application.

- For "mixed" CEO districts, answer the questions pertaining to applications as required for non-CEO schools.

- For "All Schools" CEO districts need to note Q27 as "Yes".

Residential Child Care Institution (RCCI) only

32. What is the student population type?
  ○ Residential only
  ○ Residential and day students

33. What documentation is used to qualify residential students for free meals?
  ○ Individual Determination Form
  ○ Other
  If Other, please describe:

34. What documentation is used to qualify day students for free and reduced price meals?
  ○ Free and Reduced Price Application
  ○ Other

This section will only be available for editing if the 'Type of Agency' is RCCI.

Food Service Management Company (FSMC)

35. Will the school nutrition program be managed by a Food Service Management Company (FSMC)?   ● Yes   ○ No

Sponsor Contact for FSMC Contract

	Salutation	First Name	Last Name
36. Name:	Mr. ▾	Donald	Johnson

37. Email Address: don.johnson@fsmc.com

38. Phone: (888) 999-0987   Ext: Fax:

39. Title: Sales Manager

Only FSMCs approved by SCN are allowed to contract with SFAs. Check with your program consultant if an FSMC is utilized.

Vended Meals

40. Does your organization purchase meals from a School Food Authority (SFA)?   ○ Yes   ◉ No

If Yes, please list the School Food Authority (SFA) name(s): [   ]

Do you have an agreement?   ○ Yes   ◉ No

41. Does your organization purchase meals/snacks from a vendor other than a School Food Authority (SFA)?   ○ Yes   ◉ No

If Yes, please list the vendor name: [   ]

Do you have a contract?   ○ Yes   ◉ No

42. Does your organization claim reimbursement for meals provided to a School Food Authority (SFA)?   ○ Yes   ◉ No

Do you have an agreement?   ○ Yes   ◉ No

43. Does your organization vend meals to a School Food Authority (SFA)?   ○ Yes   ◉ No

If Yes, please list the School Food Authority (SFA) name(s): [   ]

Attendance Factor

44. Attendance Factor: [95.00]

Enter in the district's average annual attendance from the prior school year. Your DPP should have this information.

Safety Net Lunch - Reimbursement Rate Determination

Lunches claimed for School Year (2010 - 2011)

Total Free Lunches	Total Reduced Price Lunches	Total Lunches	Free & Reduced %	Qualify for extra $.02 reimbursement rate
			0.00 %	No

Enter the information for the specified school year

Comments from Sponsor

45. {Place explanatory notes to the application questions here.}

Sponsors can make further explanatory notes in this section. Questions, comments, and other guidance required should be entered in the application packet notes section as found under the Application menu.

Site Application

Program Information

Modify Program Selection

Participating Program(s)

☑ A. National School Lunch Program   (NSLP)   CFDA #10.555
☑ B. School Breakfast Program   (SBP)   CFDA #10.553
☐ C. Afterschool Care Program   (ASCP)   CFDA #10.555
☐ D. Special Milk Program   (SMP)   CFDA #10.556

The participating programs are shown from the previous program application. Users can modify this selection by clicking on 'Modify Program Selection'.

Note: Only check the programs that are actively operating.

Site Contact

		Salutation	First Name	Last Name
1.	Name:	Mr. ▾	John	Brown
2.	Email Address:	john.brown@pike.kyschools.edu		
3.	Phone:	(502) 555-1212 Ext:	Fax:	
4.	Title:	Cafeteria Manager		

The person acting in a supervisory capacity that is responsible for program operations at this site should be listed here (e.g., cafeteria manager).

Physical Address

5.	Address Line 1:	180 COUGAR DR
	Address Line 2:	
6.	City:	ELKHORN CITY
7.	State:	KY Zip: 41522-7259
8.	County:	PIKE COUNTY (098) ▾

Enter in the physical location of the site: this should not contain a PO Box.

Participation Information

9. Is this a new site with a majority of the students transferred from severe need schools? ○ Yes ⦿ No

    If yes, enter the number of lunches for the first 3 months of operation in question 10.

10. Lunches claimed for School Year (2010 - 2011) - Severe Need Breakfast Reimbursement Rate Determination

Total Free Lunches	Total Reduced Price Lunches	Total Paid Lunches	Total Lunches	Free & Reduced %	Qualify for Severe Need Breakfast Reimb. Rate
0	0	0	0	0.00%	No

11. Select Grades at this site: (Check all that apply)

Early Education: ☐	1st grade: ☑	5th grade: ☑	9th grade: ☐
Head Start: ☐	2nd grade: ☑	6th grade: ☑	10th grade: ☐
Pre-Kindergarten: ☐	3rd grade: ☑	7th grade: ☐	11th grade: ☐
Kindergarten: ☑	4th grade: ☑	8th grade: ☐	12th grade: ☐

12. Kitchen Type: Central Kitchen ▾

    If Combination, identify which types: _____

Q9 & Q10 – For severe need, schools should mark "Yes" to Q9 for SY 12-13 and SY 13-14. In Q10 enter in the applicable information in order to qualify for severe need. Use annual data two years prior when completing program applications in SY 12-13 and SY 13-14.

Q11 - Grade levels selected should reflect students served at this physical location and not include those students served at satellite sites. Satellite sites should have their own separate site application. The grade levels should reflect students enrolled at this site.

Q12 - For combination kitchens, indicate the kitchen types as identified in the dropdown box in Q12 that apply.

Pricing Information

13. **PRICING:** Insert prices charged for each program in which this site will participate (e.g. if the full price for lunch is $2.00, insert 2.00 under NSLP and in the column next to Paid).

    NON-PRICING: Select if students will not be charged for meals.

    REDUCED CHARGE WAIVED: Only paid students and adults are charged for meals.

    NOTE: The maximum charge for reduced-price meals is $0.40 for lunch, $0.30 for breakfast, and $0.15 cents for snacks. Do not enter dollar signs in the meal pricing fields.

Meal Type	Pricing Information	Paid Price	Reduced Price	Adult Price
National School Lunch Program (NSLP)	Pricing ▾	2.75	0.40	3.00
School Breakfast Program (SBP)	Pricing ▾	2.75	0.30	2.00
Afterschool Care Program (ASCP)	Non-Pricing ▾	0.00	0.00	0.00

Select the appropriate pricing mechanism for the site.

Afterschool Care Program participating sites must select 'Non-Pricing' if the attendance area eligible option is chosen.

CEO participating sites must select 'non-pricing – CEO'.

Section A - National School Lunch Program (NSLP)

A1. A. Months of Operation: (Check all that apply)

All: ☐   Jul: ☑   Aug: ☑   Sep: ☑   Oct: ☑   Nov: ☑   Dec: ☑

Jan: ☑   Feb: ☑   Mar: ☑   Apr: ☑   May: ☑   Jun: ☑

B. Days of the week meals are served and claimed for reimbursement: (Check all that apply)

Mon-Fri: ☐   Mon: ☑   Tue: ☑   Wed: ☑   Thu: ☑   Fri: ☑   Sat: ☐   Sun: ☐

A2. Meal Service Times   Begin Time: 11 AM ▼ :00 ▼   End Time: 1 PM ▼ :00 ▼

A3. Will Offer versus Serve (OVS) be implemented for Lunch?   ◎ Yes   ◉ No

A4. What grades are utilizing Offer vs. Server (OVS) for Lunch?

All: ☐   Early Education: ☐   1st grade: ☐   5th grade: ☐   9th grade: ☐

Head Start: ☐   2nd grade: ☐   6th grade: ☐   10th grade: ☐

Pre-Kindergarten: ☐   3rd grade: ☐   7th grade: ☐   11th grade: ☐

Kindergarten: ☐   4th grade: ☐   8th grade: ☐   12th grade: ☐

A5. Menu Planning Method - Lunch: Traditional Food Based Menu Planning (FBMP) ▼

A6. How many Points of Service?   3

A7. Provisional Options

A. Site requesting to implement: Not Participating ▼

B. If Participating, indicate:

Provision Base Year Begins: [▼]

QA1 – Sponsors should mark all months the site will be in operation.

QA6 – This also includes any point of sale, including any meal counting outside of the cafeteria (e.g., Breakfast in the Classroom, in-school suspension, etc.).

QA7 – Indicate if the site is operation Provision 1, 2, or 3, or if participating in the CEO program.

If you intend to participate in CEO, then you must also select 'CEO' in QA7-A.

Section B - School Breakfast Program (SBP)

B1. A. Months of Operation: (Check all that apply)

All: ☐	Jul: ☑	Aug: ☑	Sep: ☑	Oct: ☑	Nov: ☑	Dec: ☑
	Jan: ☑	Feb: ☑	Mar: ☑	Apr: ☑	May: ☑	Jun: ☑

B. Days of the week meals are served and claimed for reimbursement: (Check all that apply)

Mon-Fri: ☐   Mon: ☑   Tue: ☑   Wed: ☑   Thu: ☑   Fri: ☑   Sat: ☐   Sun: ☐

B2. Meal Service Times   Begin Time: 7 AM ▼ :00 ▼   End Time: 8 AM ▼ :30 ▼

B3. Will Offer versus Serve (OVS) be implemented for Breakfast?   ○ Yes   ◉ No

B4. What grades are utilizing Offer vs. Server (OVS) for Breakfast?

All: ☐	Early Education: ☐	1st grade: ☐	5th grade: ☐	9th grade: ☐
	Head Start: ☐	2nd grade: ☐	6th grade: ☐	10th grade: ☐
	Pre-Kindergarten: ☐	3rd grade: ☐	7th grade: ☐	11th grade: ☐
	Kindergarten: ☐	4th grade: ☐	8th grade: ☐	12th grade: ☐

B5. Menu Planning Method - Breakfast: Traditional Food Based Menu Planning (FBMP) ▼

B6. How many Points of Service?   3

B7. Provisional Options

A. Site requesting to implement: Not Participating ▼

B. If Participating, indicate:

Provision Base Year Begins: ▼

QB1 – Sponsors should mark all months the site will be in operation

QB6 – This also includes any point of sale, including any meal counting outside of the cafeteria (e.g., Breakfast in the Classroom, in-school suspension, etc.).

QA7 – Indicate if the site is operation Provision 1, 2, or 3, or if participating in the CEO program.

> If you intent to participate in CEO, you must also select 'CEO' in both QA7-A and QB7-A.

Section C - Afterschool Care Program (ASCP)

C1. A. Months of Operation: (Check all that apply)

All: ☑ Jul: ☐ Aug: ☑ Sep: ☑ Oct: ☑ Nov: ☑ Dec: ☑

Jan: ☑ Feb: ☑ Mar: ☑ Apr: ☑ May: ☑ Jun: ☑

B. Days of the week snacks are served and claimed for reimbursement: (Check all that apply)

Mon-Fri: ☑ Mon: ☑ Tue: ☑ Wed: ☑ Thu: ☑ Fri: ☑ Sat: ☐ Sun: ☐

C2. Snack Service Times   Begin Time: 4 PM ▼ :00 ▼   End Time: 4 PM ▼ :30 ▼

C3. What time does the normal school day end? 3 PM ▼ :00 ▼

C4. Describe educational or enrichment activities for Afterschool Care Program:

```
21st Century Program
3:45-4:30pm homework help
4:30-5:30pm enrichment: cooking class, art, football, bowling
```

C5. Free and Reduced Enrollment Percentage: 0.00 %

Site is: ○ Attendance Area Eligible - Eligible based on this site (claim all snacks free).

◉ Attendance Area Eligible – Eligible based on another site (claim all snacks free).

○ Non-Area Eligible (claim all snacks free, reduced and full price).

Select the Qualifying Site for the Afterschool Care Program:

Other ▼

Other: Robinson Creek ES - 68%

QC1 & QC2 – The months of operation and snack service times should be all encompassing of any all qualifying afterschool programs. For example, if an enrichment program operates Aug – Nov and another separate program is in operation from October - June then mark Aug through June as the months of operation. The same concept is true for snack times: note the earliest and latest snack times for all programs in operation at that site.

QC4 – Complete the following information:
  a. Identify whether the program is:
      1) Afterschool child care
      2) 21st Century
      3) Extended School Day for targeted children
  b. If program selected is afterschool child care or 21st Century, then describe the enrichment or academic activities provided. If multiple programs are provided list each separately within the text box.

QC5 – If selecting for eligibility based on this site, check the first checkbox. If qualifying based on another site, then always select 'Other'. Enter in the free/reduced percentage of the qualifying site based on the October qualifying data from the prior year as published on SCN's website for this school or the primary feeder school.

Afterschool Care Program (ASCP) Contact

☐ Same as the Site Contact

	Salutation	First Name	Last Name
C6. Name:	▼		

C7. Email Address: 🗿 [   ]

C8. Phone: [   ] Ext: [   ] Fax: [   ]

C9. Title: [   ]

This must be the food service manager at the site.

Seamless Summer Option (SSO)

Site Supervisor

		Salutation	First Name	Last Name
1.	Name:	▼		
2.	Email Address:			
3.	Phone:	Ext:	Fax:	
4.	Title:			

Q 1-4 This must be the person in charge at that site and should be in charge of the daily meal counts, production records, etc. This is also the person SCN will ask for during a site review.

Physical Address

5.	Address Line 1:	
6.	Address Line 2:	
7.	City:	
8.	State:	KY Zip:
9.	County:	▼

Q 5-9 This must be the location where the meals are served and must be a "physical" address (e.g., 123 Oak Street). Documentation must match information provided here (e.g., the address on the daily meal count sheet must match this address).

10. Indicate the type of site.

○ Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community.

○ Restricted Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community, which the sponsor restricts or limits attendance for reasons of security, safety or control.

   Why is attendance limited/restricted due to security, safety or control?

   [   ]

⦿ Closed Enrolled (1-2 Meals) Located in an eligible area (enrichment only) or non-eligible area that is limited to a group of enrolled children through age 18, of which at least 50% must be eligible for free or reduced price meals. Sponsor must provide explanation of how it was determined that at least 50% of the enrolled children in a non-eligible area qualified for free and reduced price meals.

   [   ]

   Why sponsoring a closed site?

   [   ]

Complete the following if Open, Restricted Open, or Closed Enrolled is selected:

   Qualified by:

   ⦿ % Free and Reduced approved, school data (most recent October data).

      Select the Qualifying Site for the Seamless Summer Option:

      [▼]

Screenshot continues onto next page.

◉ Census data

    Census Tract No.   [＿＿＿＿＿＿]

    Block Group No.   [＿＿＿＿＿＿]

◉ Income eligibility forms are:

    ◯ Collected

    ◯ On File

    ◯ SFA Listing

Projected number of children enrolled   [＿＿＿＿＿＿]

Projected number of children eligible for free/reduced price meals   [＿＿＿＿＿＿]

◉ Other:

    Explain: [＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿]

◯ Migrant (1-3 Meals)

◉ Camp (1-3 Meals)

    ◯ Residential

    ◯ Non-residential (day camp)

If 'Non-residential' is selected, provide a brief description of the organized program.

[＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿]

Why sponsoring a camp?

[＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿]

Source of documentation for individual children's eligibility:

    ◯ Regular School Year Eligibility (SFA Listing)

    ◯ Application Submitted to Camp Site

    ◯ Combination of both (Regular School Year Eligibility and Application Submitted to Camp Site)

Projected number of children enrolled   [＿＿＿＿＿＿]

Projected number of children eligible for free/reduced price meals   [＿＿＿＿＿＿]

☐ Select to provide assurance camp will only claim reimbursement for children eligible for free or reduce price meals.

Q10 – Indicate the type of site and how the site will be qualified.

For the first year of Seamless Summer operation, sponsors are to select "other" and enter in the name of the qualifying school, the percentage, and the year in the text box for any sites establishing eligibility using qualifying data.

Period of Operation

11. Is the Site located in an area where the school operates on a year-round calendar? ⊙ Yes ⊙ No

12. Summer Operational Dates: Start Date: [_____] ◈ End Date: [_____] ◈

13. Enter the number of days the Site will operate each month:

OCT 2012	NOV 2012	DEC 2012	JAN 2013	FEB 2013	MAR 2013	APR 2013	MAY 2013	JUN 2013	JUL 2013	AUG 2013	SEP 2013
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

14. Field Trip Dates:

[   ]

Q11 Indicate whether or not the site is located in an area where the school operates on a year round calendar. If yes, contact your consultant.

Q12 Indicate the start and end dates of the meal service operations.

Q13 Enter for each month, the number of days the meal service will operate – be sure that it is consistent with Q 12 and Q 14.

Q14 Indicate any dates in which the meal service will not operate (e.g., field trip dates, holidays, etc.).

Meal Participation

15. Check the meal type and service information:

Type of Meals to be Served	Estimated Number to be Served	Time Meal Service Begins	Time Meal Service Ends
☑ Breakfast	[ ]	▼ :00 ▼	▼ :00 ▼
Days served: ☐ Mon-Fri ☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat			
☑ AM Snack	[ ]	▼ :00 ▼	▼ :00 ▼
Days served: ☐ Mon-Fri ☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat			
☑ Lunch	[ ]	▼ :00 ▼	▼ :00 ▼
Days served: ☐ Mon-Fri ☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat			
☑ PM Snack	[ ]	▼ :00 ▼	▼ :00 ▼
Days served: ☐ Mon-Fri ☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat			
☑ Supper	[ ]	▼ :00 ▼	▼ :00 ▼
Days served: ☐ Mon-Fri ☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat			

Q15 Select the meal services, estimated number of children to be served, meal service beginning and end times, and the days of the week for operation.

Meal Planning and Service

16. Indicate the menu planning option that will be used: [▼]

17. Meal Service:

    Are any meals vended?　　　　　　　　　　　○ Yes　　○ No

    Are meals prepared on this site?　　　　　　○ Yes　　○ No

    Are meals transported to this site?　　　　　○ Yes　　○ No

18. Will Offer versus Serve (OVS) be implemented?　○ Yes　　○ No

19. How many Points of Service? [   ]

> Q16 Indicate the meal planning option – Must be the same as your NSLP meal planning option.
>
> Q17 Indicate if meals are vended, prepared at the site, or transported to the site from a central location.
>
> Q18 Indicate if OVS will be utilized – Remember OVS must be offered for lunch to sites that are predominately HS students.
>
> Q19 Indicate number of points-of-service at the site (how many locations at this address will be taking meal counts?).

Advertising

20. Indicate below the date that outreach will be conducted and identify the advertisement methods you plan to use. (Not applicable for Closed Enrolled and Camp sites)

    Advertisement Date(s): [   ]

    ☐ Newspaper announcement/press release　　☐ TV/Radio

    ☐ Flyers - neighborhood　　　　　　　　　☐ Flyers - school　　　☐ Posters and signs

    ☐ Sponsor website　　　　　　　　　　　　☐ School newspaper

    ☐ Other [   ]

> Q20 Indicate how you will advertise to the community the availability of summer meals.

Organization Liaison

21. If Sponsor is not providing site personnel, please provide the name of the organization and title of the person responsible for communication between the Sponsor and the organization:

    Organization:　　　　　　　　　　Person Responsible:

    [   ]　　　　　　[   ]

> Q21 If this site is not a school or staffed by district school food service personnel, indicate the organization that will be responsible for the operations of the SSO (e.g., YMCA, B&G clubs, etc.).

Severe Need Breakfast Qualification

22. Severe Need Breakfast Eligibility based on Qualifying School

Total Free Lunches	Total Reduced Price Lunches	Total Paid Lunches	Total Lunches	Free & Reduced %
			0	%

Q22 Enter the number of free, reduced, and paid lunches from the SY 09-10 served at the qualifying school (from Q 10).

Certification

☐ I hereby certify that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the State any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the School and Nutrition programs administered by the State. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Save   Cancel

Check the certification box and then click **Submit**.

Coming August 2012

Claims

The CNIPS Claims component allows Sponsors to submit monthly online reimbursement claim requests to the State, review claim rates, and review historical payment summaries.

About the Claims Process

A Sponsor submits a reimbursement claim to the State for every month in which one or more sites participates in the School Nutrition Programs. Sponsors may enter Sponsor and site information into the monthly claim form beginning at the first of every month. Sponsors have fifteen days from the last day of the claim month/year to submit an original claim

Note: Claims cannot be created for a month if there is no approved Application Packet in effect for that period.

If you cannot access claims for a specific month, be sure your Application Packet has been approved. If your Application Packet has been approved and you still cannot enter a claim for a specific month, contact the SCN Help Desk to validate the effective date of the Sponsor application and Site application.

At the time claims are submitted, they are checked by the system to ensure they conform to established business rules governing reimbursement claim eligibility and approval.

6

Security

System-authenticated users (i.e., users that are logged on) may change their password through the Change Password feature.
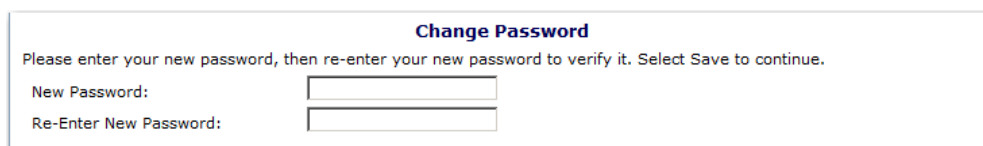
Security menu

The Security menu option within the School Nutrition Programs module is the access point to the Change Password and User Manager functions.

To access the Security menu

1. Select **Security** on the blue menu bar at the top of the page.
   The Security menu displays.

2. Select a security item to access that security function.

To access Change Password

1. On the blue menu bar, select **Security**.

2. On the Security menu, select **Change Password.** The Change Password screen displays.

3. Enter your **New Password**.

4. Re-Enter your New Password.

5. Select **Save**. A confirmation message displays.

6. Select **<Edit** to return to the Change Password screen you just modified.
   -OR-
   Select **Finish** to return to the Security menu.

Change Password

Please enter your new password, then re-enter your new password to verify it. Select Save to continue.

New Password: _____

Re-Enter New Password: _____

Figure 24: Change Password screen

Note: Security configuration settings require a password ten (10) to twelve (12) characters in length. Please note that the password must be at <u>least</u> ten (10) characters in length. The password must contain at least one number, one letter, and one special character (e.g., !, ?, /). Passwords are case sensitive.

Application Packet Statuses

Statuses are used to manage the workflow of the Application Packet. Each packet can have only one status at a time.

- o Not Submitted
  - The packet has a status of "Not Submitted" when the packet is created for the first time or when any of the packet items are created, revised, or modified, but the Application Packet has not been submitted to the State.

- o Submitted
  - The packet has a status of "Submitted" when the Sponsor uses the **Submit for Approval** button on the Application Packet screen to submit the error-free packet to the State for review.
  - If the packet status is "Submitted", the entire packet becomes read-only to the Sponsor.
  - All applications that are "Submitted" must ultimately be "Approved", "Denied", or "Returned for Correction" or "Withdrawn".

- o Approval Recommended (i.e., First Level Approved)
  - When a Sponsor is new to the program, the system will require two levels of approval. This status represents the first level of approval performed by the State before a final approval is granted.
  - The Application Packet screen will display the **First Approval** button when the first level approval is required. After the button has been selected, this button will not display; however, the **Approve** button will be displayed.

- o Approved
  - The packet has a status of "Approved" when the State has approved each packet item AND has selected the **Approve** button on the Application Packet screen.

- o Denied
  - The packet has a status of "Denied" when the State selects the **Deny** button on the Application Packet screen.
  - When a packet is "Denied", the packet remains view-only and nothing in the packet can be modified. The only way to edit items in a denied packet is for the State to change the status of the packet to something other than "Denied".
  - By denying an Application Packet, the status of all items within the packet is automatically set to "Denied".
  - An "Approved" packet cannot be "Denied".

- o Returned for Corrections
  - The packet has a status of "Returned for Corrections" when the State selects the **Return** button on the Application Packet screen.
  - This status unlocks the packet for the Sponsor and sets the status back to "Not Submitted".
  - An "Approved" packet cannot be "Returned for Corrections".

o Withdrawn

- ▪ The packet has a status of "Withdrawn" when the Sponsor or State selects the **Withdraw** button on the Application Packet screen.

- ▪ An Application Packet with a status of "First Level Approved" can be withdrawn.

- ▪ An Application Packet with a status of "Approved" packet cannot be "Withdrawn". If an application has been "Approved", it can only be "Cancelled" or "Terminated" by the State (see *Application Packet* section).

Application Statuses

Statuses are used to define the current state of an application packet item. Each application can have only one status at a time.

o Pending Validation

- The application has a status of "Pending Validation" when the application has not yet been opened or saved.

o Error

- The application has a status of "Error" if it has failed system validation rules. Data entered is maintained.

o Not Submitted

- The application has a status of "Not Submitted" when the application is saved without error, but the Application Packet has not been submitted to the State.

o Submitted

- The application has a status of "Submitted" when the Sponsor has submitted the Application Packet to the State for review (i.e., the Sponsor has selected the **Submit for Approval** button).

- Any application that is marked "Not Submitted" is changed to "Submitted"

- The Application Packet becomes read-only to Sponsor users.

o Approved

- The application has a status of "Approved" when the State has approved the application (i.e., the State selected "Approved" in the Internal Use Only section of the form).

o Denied

- The application has a status of "Denied" when the State has denied the application (i.e., the State selected "Denied" in the Internal Use Only section of the form).

- If the application is "Denied", it can no longer be modified by the Sponsor. Only the State can change the status of the application.

- When setting the application status to "Denied", the State should enter a comment in the Comments to Sponsor field explaining the reason the application was denied.

o Returned for Correction

- The application has a status of "Returned for Correction" when the State has identified errors in the application and has selected "Returned for Correction" in the Internal Use Only section of the form.

- When setting the application status to "Returned for Correction", the State should enter a comment in the Comments to Sponsor field explaining the reason the application was returned.

- o   Withdrawn
  - ▪   The application has a status of "Withdrawn" when the State has selected "Withdrawn" in the Internal Use Only section of the form.
  - ▪   If the Application Packet has ever been approved, there will not be an option to withdraw.

Claim Statuses

Statuses are used to define the current state of a claim. Each claim can have only one status at a time.

o Not Eligible

■ The claim has a status of "Not Eligible" when there is an application condition that is preventing claiming for the selected month (e.g., Sponsor or site is not authorized on the Application Packet to operate for the selected month or the Application Packet status is not "Approved").

o Incomplete

■ The claim has a status of "Incomplete" when the claim has been created in the system but the **Save** button was never clicked (e.g., timeout, logout, etc.). The system saves the data that has been entered, but no edits have been performed.

o Error

■ The claim has a status of "Error" when the claim has been submitted and has business rule violations.

o Pending

■ The claim has a status of "Pending" when the claim has been saved and on-line edits have been performed, but the claim has not been submitted and validated with additional edits (e.g., 60 days edit, etc.).

■ Applicable only when the Sponsor is participating in Sponsor-level claiming.

o Validated

■ This site claim has a status of "Validated" when the site claim has been entered, validated, and contains no errors.

■ Applicable only when the Sponsor is participating in site-level claiming.

o Accepted

■ The claim has a status of "Accepted" when the claim has passed all on-line edits and additional edits (e.g., 60 days edit, etc.), and is ready to be included in the payment tracking process.

■ The claim can still be modified. A revision is not necessary until the claim is included by the State in a batch payment process.

o Accepted*

■ The claim has a status of "Accepted*" when the claim has been selected by the State for inclusion in the batch payment process; however, the batch process has not run.

■ The claim cannot be modified. If the claim requires a change, a revised claim must be submitted.

o Processed

■ Claim has been fully processed by SCN and has been sent to the State's Accounting Office for disbursement of funds.

Glossary

Breadcrumb Trail   Breadcrumbs in CNIPS provide a quick reference as to the screen you are currently located and easy navigation to a previous screen. The breadcrumbs work similar to an outline: click on a link to the left to move to higher level.

CEO   The Community Eligibility Option operates under the NSLP and provides eligible private and public schools the opportunity to provide meals at no charge to all students. An eligible site must have at 40% or more of its students directly certified (DC) to participate. Under CEO meals shall be claimed at either the free or paid rate. The claiming percentage is derived by multiplying the DC percentage by a factor of 1.6. The resulting product is the percentage of meals claimed at the free rate and any remainder are claimed at the paid rate. Under this program student household applications are not collected by the Sponsor.

Business Rule Edits   A business rule edit checks for conformity of data entry to state and federal policies. The user can save a screen with business rule errors.

Input Edits   Input errors appear when an invalid data entry occurs (e.g., incorrect phone number entry). All input errors must be corrected before the user can proceed.

NCES   The National Center for Education Statistics (NCES) assigns unique identifiers to private and public schools to assist with data collection and analysis. CNIPS maintains this identifier in the School Nutrition Program to assist in data sharing with other systems.

SCN   The Division of School and Community Nutrition (SCN) administers the child nutrition programs under the authority of the USDA. Three nutrition programs are administered: Child and Adult Care Food Program (CACFP), National School Lunch Program (NSLP), and Summer Food Service Program (SFSP).

Qualifying Data   The School Nutrition Program (SNP) participating Sponsors will annually submit their enrollment and free/reduced child counts as of October 31st on the Site Enrollment screen.

Site   This is the physical location for serving meals to eligible participants. The site administers the meals, ensures meals are served in accordance within USDA guidelines, performs recordkeeping, and ensures all other activities to maintain

compliance with state and federal regulations.

Sponsor   This is the organization participating in any of the nutrition programs administered by the USDA. The Sponsor has the contractual arrangement with the Division of School and Community Nutrition (SCN) and is responsible for ensuring accurate recordkeeping, monitoring meal activities at the site(s), and ensuring compliance with all state and federal regulations.

Sponsor ID   This is the five-digit unique identifier assigned by CNIPS to each Sponsor. The sponsor ID appears in the left hand corner of the CNIPS screen. A single sponsor ID shall be assigned to all sponsors.

Appendix

Definition of Legacy vs. CNIPS Terms

Legacy Term	CNIPS Term
October Qualifying Data	Site Enrollment – Site List
April DC Data	Community Eligibility Option – Site Eligibility
Health Inspections	Food Safety Inspections